

Contracts Specialist 1

\$2730 – \$3484 per month (range 44)

OPEN: May 15, 2006

CLOSES: May 25, 2006

Location

There is one vacancy in the Grants Division with the Washington State Conservation Commission in Lacey.

Agency Profile

The Washington State Conservation Commission is a small state agency whose mission is to provide structure and leadership for good governance by conservation districts who supply education, technical assistance and assist in the implementation of land management practices that address soil, water and other natural resource issues on private lands.

Position Objective

This position reports to the Administrative Services Manager and provides grant and contract reimbursement services to the state's conservation districts.

- Analyze and administer conservation district grants, monthly, to ensure compliance with state, agency and programmatic policies and procedures.
- Maintain grant and contract records, encumbrances and review invoice vouchers.
- Review financial data for conformance with contract terms, approve invoice vouchers for payment, and coordinate grant fiscal information with Office of Financial Management.
- Execute contract amendments; prepare grant program financial and narrative reports.
- Reconcile financial records, reports, analyze and correct data.
- Assist and coordinate with other staff members of the agency on projects, information, presentations and other services as may be required.

Desirable Qualifications

- Knowledge of State and federal laws and regulations governing grant contracts and agreements, travel policies and contracts terminology and development.
- Coursework in one or more of the following fields: business administration, public administration, business law, commerce, economics, mathematics, statistics, or closely allied field. However, technical experience in the development, administration or termination of contracts may be substituted for college-level work on a year-for-year basis.
- Ability to track multiple activities, projects, and tasks at the same time.
- Skills and ability to analyze an existing process; identify areas in need of improvement and develop steps that will improve the efficiency and effectiveness of the process.

Requirements

- Current Washington State Driver's License
- Successful finalists will be required to undergo a WSP background check and must provide a complete driver's history.
- Demonstrated proficiency with Microsoft WORD and EXCEL.

How to Apply

Candidates may apply by submitting the following packet of information:

1. A letter of interest, addressing how your knowledge, skills and abilities meet the requirements and desired qualifications.
2. A resume addressing employment history and experience.

3. A minimum of five current references with current telephone numbers.
4. The reference authorization form, (copy the text below into your document, print, **complete and sign**. If submitting application materials electronically and you are unable to scan the **signed** reference authorization form prior to emailing, please fax it.)

Delivery Addresses	Fax / Email Address	Contact Information
USPS: State Conservation Commission Attn: Debbie Becker PO Box 47721 Olympia, WA 98504 Hand Delivery: State Conservation Commission (Department of Ecology Building) 300 Desmond Drive SE Lacey	Subject Line: Contracts Specialist FAX: 360-407-6215 Email: Debbie Becker dbecker@scc.wa.gov	Contact: Debbie Becker Phone: 360-407-6211

REFERENCE AUTHORIZATION

To Whom It May Concern:

I, _____, authorize the State Conservation Commission to contact all of my former or present employers for the purposes of verification and reference.

I knowingly and voluntarily release the State Conservation Commission, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests. This authorization includes review of state employee personnel files.

Date

Printed name of Applicant

Applicant's Signature

NOTE: A photocopy of this information shall be as valid as the original.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 664-6260.